



ACCEPTABLE TYPING CERTIFICATION REQUIREMENTS

Are You Applying to a Sacramento County Exam that requires a Typing Certificate?

Please see the job announcement for submittal requirements
and the below list of Typing Certificate requirements.



Suggested locations to contact to inquire about testing for a typing certification include the following: online testing sites, colleges, universities, adult education and career centers, the Employment Development Department (EDD), and other governmental agencies.

ACCEPTABLE TYPING CERTIFICATES WILL INCLUDE ALL OF THE FOLLOWING:

- Applicant's full name;
- Issue date of no more than five years from the date of submittal;
- Issuing agency/organization, and;
- Typing speed (e.g. net words per minute [WPM], gross WPM and errors, adjusted WPM, etc.).